



Quote Comparison Form

SJR State Procedures require quotes to be obtained for certain purchases, please see the chart below for dollar threshold and quote requirements. Determination of the proper number of quotes is based off the TOTAL dollar amount of the entire purchase (not on a per item basis).

Dollar Threshold	# of Quotes needed per SJR State Procedure	# of quotes needed per SJR State Procedure on federal grant purchases
< \$3,000.00	no quotes required	no quotes required
\$3,000.00 - 5,000.00	no quotes required	<u>2</u> quotes required
\$5,000.01 - 10,000.00	<u>2</u> quotes required	<u>2</u> quotes required
\$10,000.01-65,000.00	<u>3</u> quotes required	<u>3</u> quotes required

Section A:

Date:		Quotes obtained by:	
Details and specifications of the work to be completed or the item(s) to be purchased:			

Section B:

If written quotes were obtained, please submit them to the purchasing department with this completed form. Fields denoted with the asterisk (*) only need to be completed IF using a documented telephone quote for comparisons.

Company A		Company B		Company C	
Name:		Name:		Name:	
Total Price Quoted:		Total Price Quoted		Total Price Quoted	
*Quoted By:		*Quoted By:		*Quoted By:	
*Date Quoted:		*Date Quoted:		*Date Quoted:	
*Company Phone #:		*Company Phone #:		*Company Phone #:	

*these fields only need to be completed if comparing prices based on a documented telephone quote

Comments pertinent to the quotes obtained or purchase requisition: (explain any special circumstances)

These quotes were obtained to support requisition number:	